



4 FOOD PACKAGE/DRAFT ISSUANCE
4.50 Identification Folder

Effective: 3/1/98
Revised: 05/01/03

POLICY: The Wisconsin WIC Identification (ID) Folder (DPH 4160/4160S) must be issued or updated for each WIC participant family at each (re)certification.

PROCEDURE:

A. PURPOSES

1. It is presented as identification at the local WIC Project.
2. Authorized signatures and family number are presented to the authorized WIC vendors for draft redemption.
3. Serves as Verification of Certification (VOC) which allows the participant to transfer to another WIC project either in state or out-of-state. The VOC is also used when transferring overseas and the WIC participant would like to apply to the WIC Overseas Program (Department of Defense Program). WIC Projects must accept a valid WIC Overseas Program VOC card presented at a WIC clinic by WIC Overseas Program participants returning to the U.S. At a minimum, it must include the participant's name, the date of certification, and the date the certification period expires.
4. Includes the WIC Rights and Responsibilities, that serves as a copy for the participant. The form, DPH4161/4161S, is signed at WIC clinic and retained in the participant file.

B. ISSUING WIC ID FOLDERS

1. Issue one WIC ID folder per family. Occasionally it may be easier and less confusing to issue a second ID folder, such as with joint custody. Use discretion and only do this in very rare circumstances.
2. Issue WIC ID folder at the initial certification and offer a plastic cover to help preserve the folder.
3. Additional family members may be added at any time.
Example: WIC ID folder will be initiated for a pregnant woman and when she delivers, her infant should be added to the folder.
4. The same folder may also be used for more than one certification. Cross out the outdated information and enter the new information on the blank spaces. An



exception to using the same folder is when the folder must to be replaced to provide the same WIC Rights and Responsibilities that was signed in WIC clinic.

5. At the end of the certification period, the participant should return the ID Folder to the project. If the participant(s) is eligible, the information will be updated.

C. REPLACING ID FOLDERS

1. A new WIC ID folder must be issued prior to issuance of the next drafts when:
 - a) It is reported lost or stolen
 - b) A participant transfers to Wisconsin from out-of-state or the WIC Overseas Program
 - c) Any participant's pick-up dates for the entire certification period exceed the unused calendar months
 - d) A participant wants to add or change a proxy. Project staff may use their discretion to determine if another proxy is necessary before the next certification.
 - e) A child is placed with a new guardian or caregiver, such as a foster child.
 - f) Directed by the State WIC Office, such as when important information in the ID Folder has changed.
2. The folder must be completed with the same information as when it was first issued at certification. See E. Completing the ID Folders
3. Identification: See proof of identity and residence of the person requesting a new ID Folder. For transfers, including those from the WIC Overseas Program, see proof of identity and residence. Refer to “D. Verification of Identification,” in this policy.
4. See G. Security of the ID Folders
5. See Chapter 8 Fraud and Abuse - Participants, Policy 8.2 Participant Fraud and Abuse for information about sanctions for participant fraud and abuse involving the ID Folder.
6. A new WIC ID folder should be provided when:



- a) a participant transfers from another Wisconsin WIC Project (recommended to replace WIC ID folder but at a minimum, must have the project information updated)
 - b) the WIC ID folder is in poor condition
- 7. The date that the folder was replaced may be written inside of the folder.
 - 8. A replacement ID Folder should not be issued if the woman participant, parent, guardian, caregiver or proxy assures the project staff that they possess a valid ID Folder and the woman participant, parent, guardian, caregiver or proxy will not redeem the WIC drafts without the ID Folder.
 - 9. Projects may set aside office hours to complete replacement folders.

D. VERIFICATION OF IDENTIFICATION

- 1. Prior to the issuance of drafts, the name of the woman participant, parent, caregiver, guardian or proxies, including authorized proxies of the woman participant, must be on file (computer or file folder) and verified for authorization to pick up drafts (look up prior to issuing). The woman participant, parent, caregiver, guardian or proxies signature on the ID Folder should be compared to the signature on the signature log after signing for the drafts. See Policy 4.40 Proxies and 2.1 for identity requirements.
- 2. For all transfers, in state and out of state, and those transferring from the WIC Overseas Program, see proof of identity and residence.
- 3. If any woman participant, parent, guardian, caregiver or proxy does not present the ID Folder, or if the signature line is blank, the project staff must determine if it is appropriate to issue drafts and/or a replacement ID folder. Other identification is required to compare the individual's information with information in the files (computer or file folder) before issuing drafts and/or a replacement folder.
 - a) In areas identified as high risk by the State Vendor and Integrity Unit, project staff must:
 - (1) have written or verbal permission from the woman participant or parent, guardian or caregiver that certified the infant/ child prior to issuing drafts and/or replacement ID Folder to a proxy. Exceptions include foster children and custody change. See Policy 4.34 Special Considerations



- (2) document the identification presented in either the participant's computer or paper file (a written note) or noted in the signature log, such as "driver's license"
- b) In areas not identified as high risk by the State Vendor and Integrity Unit, document the identification presented in either the participant's computer or paper file or the signature log.
- c) If there is any reason to believe that the person presenting their self was not authorized by the woman participant, parent, guardian or caregiver that certified the infant/child (exceptions include foster children and custody change. See Policy 4.34 Special Considerations)
 - (1) call the woman participant, parent, guardian, or caregiver for verification, or
 - (2) deny the request
- 4. At the end of the certification period, the WIC ID folder should be returned to the project for identification at the certification appointment.

E. COMPLETING THE ID FOLDERS

The folder must accurately include all information listed below. In cases of a transfer to the WIC Overseas Program, it may be difficult for the WIC Overseas Program personnel to contact the Wisconsin WIC staff, unless an e-mail address is provided.

- 1. Writing must be legible and in ink.
- 2. ID front cover: under no circumstances is it acceptable to use correction fluid on the front of the WIC ID Folder. The vendors have been instructed to not accept altered ID Folders.
 - a) Project information (stamp or label may be used)
 - (1) clinic or project name
 - (2) address
 - (3) phone
 - b) Authorized proxies
 - (1) Names and/or signatures must be on file (computer or paper file, as appropriate). Since proof of identification is documented on the Risk



Food Package/Draft Issuance

Factor/Flow Sheet at the time of the initial certification, for new transfers, and foster children or anyone who has not been seen at the project, in most cases, this can be found in the paper file.

- (2) Obtain signatures of the woman participant, parent, guardian, caregiver or proxy.
 - (3) If there are fewer than three signatures, write "none" on any unused proxy spaces or cross out the space.
 - (4) Print the name of the intended proxy under the signature line(s).
 - (5) All signature lines must be filled in by the next draft issuance. If not, the line must be crossed out.
 - (6) A proxy may be removed by drawing a line through the signature and printed name.
- c) Write the family identification number on the cover.
3. Inside the folder: Complete one line for each (re)certification for each participant.
- a) Participant and Certification Information: the following are required to be completed
 - (1) Family number
 - (2) Project number, clinic number, and issuance interval
 - (3) Participant name: as it appears on the certification form
 - (4) Person ID Number: one digit
 - (5) Birth Date and Food Package: as on certification form
 - (6) Certification dates:
 - (a) The beginning date is the date when drafts were initially provided and the participant is enrolled. All required information must have been presented for income, identity, and residency according to policies 2.1 and 2.3.
 - (b) Certification end dates See 2.10 Timeframes for Program Benefits to determine the appropriate dates.



- (7) Nutritional risk(s) written in understandable terms
 - (a) All risks do not have to be identified
 - (b) Codes may be used only in addition to the words
- (8) Income eligibility determination date: for migrants only
 - (a) Income eligibility for migrants must be determined at least once every 12 months. Write in the date to assist with transfers. Do not check the income if this information is available on another state's VOC card.
- (9) Signature and printed name of local project official
 - (a) A local project official is any WIC staff person who will serve as a contact person. The official does not have to be the CPA.
 - (b) A stamp may be used
- b) Appointment Calendar chart:
 - (1) Circle the pick-up days, write in hours and location
 - (2) Fill in the assigned pick-up days for the certification period
 - (3) Alternate dates may be entered for late pick-up. Project staff must inform participants of the procedures and date(s) for late pick-up. A stamp, an insert, or a statement to call the project for the late pick up date(s) may be used.
 - (4) At each draft issuance, "X" out the month for each set of drafts issued. This procedure is important for preventing dual issuance when a participant transfers.
 - (5) The Purpose of Visit column is used to write in dates for secondary nutrition education, rechecks, and certifications, and the name of the participant. This panel may also be used to record the need for documents of proof before issuing additional drafts.
 - (6) Stamp the folder with the Farmers' Market Nutrition Program (FMNP) stamp if the FMNP drafts are issued.



F. ADDITIONAL INFORMATION

1. WIC Rights and Responsibilities
2. Instructions for spending drafts
3. The non-discrimination clause and where to file a discrimination complaint.

G. SECURITY OF THE ID FOLDERS

1. Unused ID Folders must be locked up or attended at all times.
2. The woman participant, parent, guardian or caregiver and proxy must be informed of the requirement to have all of the signature lines of the folder filled in as soon as possible. The signature line must be filled in before entering the store to redeem the draft. If the signature lines are not filled in by the next draft issuance, the lines must be crossed out.
3. If the ID folder is brought in for replacement because it is in poor condition, the old folder should be destroyed. Inform the woman participant or parent, guardian, caregiver to destroy the old folder if the woman participant or parent, guardian, or caregiver finds the ID folder after a replacement ID folder has been issued.
4. If the participant is determined no longer eligible at the certification appointment, the folder should be destroyed so that it is no longer usable, such as torn in half.